



# CHAPTER 6

IMPROVEMENT AND TRACKING  
WHAT IS IN THE WAY? WHAT IS ALONG THE WAY?

## OBJECTIVE

To maximize your 4 limited resources:

1. Time
2. Energy
3. Focus
4. Systems & Tools

Read more on page 117.

## WHAT READERS SAY

*"Jason has a remarkable ability to get your attention – it's like putting a mirror up in front of yourself and suddenly realizing you are due for a major makeover!"*

-David Fink  
Vice President, EADS North America

## 1. WHAT CAN YOU TRACK?

Time spent commuting to/from work. Pages 109-113  
Time spent preparing food.  
How many times are you interrupted?  
How many minutes/day are you in meetings?

## 2. YOUR 4 LIMITED RESOURCES

Time, Energy, Focus, System/Tools... Pages 114-125  
Pick ONE and make a tracking sheet.  
Track that activity for one day.

## 3. SYMPTOMS VS. CAUSES...

Ask yourself at the end of the day, "What caused my day to go the way it did?" Pages 125-128

